

TEXT MESSAGE ETIQUETTE

CLB 5

Texting at Work

There are important rules to follow when you send text messages to people at work.

1. Use full sentences

When you text your supervisor or your co-workers, use full sentences.

This is professional.



2. Don't use abbreviations or emoticons

Abbreviations (ttyl, lol, np) and emoticons are too informal for texting your boss.



QUESTIONS

**Do you like to use emoticons?
Which ones do you use?**

3. Be careful with the time

Do not text before 8 a.m. or after 9 p.m. when people might be resting.



4. Re-read your message

Sometimes we make mistakes in a text message, or our phone changes our words.

Check before you send!

